

**Management Specialist 1 OR
Management Specialist Trainee 1 OR
Management Specialist Trainee 2**

Announcement Posted:

07/05/23

Responses must be hand delivered or postmarked by:

07/15/23

Salary Range:

\$61,270 to \$77,912 (Management Specialist 1); **OR**
\$46,529 (Management Specialist Trainee 1); **OR**
\$49,202 (Management Specialist Trainee 2)

Location:

Audit and Quality Improvement
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

Management Specialist 1 (SG-18):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Management Specialist Trainee 1 (SG-NS):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Management Specialist Trainee 2 (SG-NS):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The specific responsibilities of this position include but are not limited to the following:

- Learn and maintain current knowledge of SNAP-Quality Control (SNAP QC) program and procedures, review guidelines and objectives;
- Learn and maintain current knowledge on Federal and State program regulations regarding SNAP QC;
- Develop and maintain a working knowledge of applicable computer applications (e.g. WMS, Q5i, SNAP-QCS, etc.) used in the support of this program;
- Analyze completed active SNAP case reviews for completeness;
- Work with supervisor to resolve issues encountered while reviewing SNAP QC cases;
- Meet all task deadline dates timely for transmission of the monthly SNAP QC sample;
- Assist supervisor in SNAP QC-related tasks; developing controls, procedures, case review records, and work papers in support of supervisor's feedback to reviewers for training and best practices;
- Schedule and attend in-office and electronic meetings, as necessary. Gather and distribute meeting material in advance of occurrence;
- Prepare and distribute monthly report (i.e. SNAP-QC Data Analysis Report);
- Communicate in a professional, respectful manner both orally and in writing with local district staff, Food and Nutrition Service (FNS) staff, supervisors, coworkers, and other offices;
- Attend and complete mandated training programs; and
- Perform additional projects and required administrative duties as assigned.

Conditions of Employment:

A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Remarks:

- **Candidates should reference posting 23-145 when submitting your application.**
- **If submitting electronically, please reference posting 23-145 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**